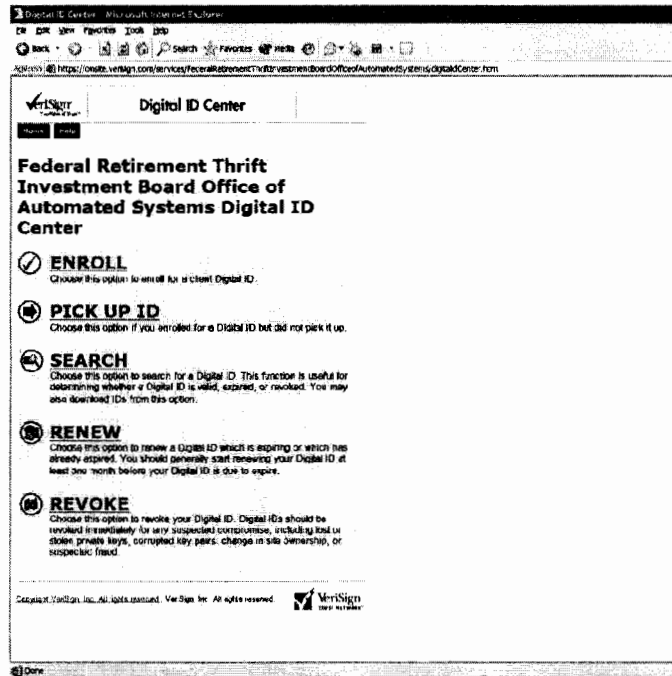


## Retrieve a TSP/Verisign-Issued User Certificate For TSP Data Submission Web Application User Authentication

1. Access the following URL from your Microsoft Internet Explorer Browser.

<https://onsite.verisign.com/services/FederalRetirementThriftInvestmentBoardOfficeofAutomatedSystems/digitalidCenter.htm>



2. Select **Enroll** to display the following window.

Microsoft Internet Explorer - Enrollment

Address: https://online.verisign.com/services/federal/enroll/thirdInvestmentBoard/OfficeofAutomatedSystems/client/UserEnrollMS.htm

## Enrollment

Complete Enrollment Form

Enter your Digital ID information

Fill in all required fields. Fields marked with an asterisk (\*) are included with your Digital ID and are verifiable in the certificate's details.

First Name\* (required)  
(Example: John A.)

Last Name\* (required)  
(Example: Doe)

Your E-mail Address\* (required)  
(Example: jdoe@verisign.com)

Payroll Office\* (required)

User Type\* (required)

Challenge Phrase

The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. Do not lose it. You will need it when you want to revoke or renew your Digital ID.

Enter Challenge Phrase (required)  
Do not add any punctuation.

Optional: Enter Comments

In some cases, your administrator will instruct you to enter Shared Secret information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is you submitting the application. This comment will not be included in your Digital ID.

Done

3. Enter the required information on the Enrollment Form.

**First and Last Name:** Enter your name exactly as you did on the TSP OC5-06 form you submitted to TSP. **Note:** The first character of your first and your last name **must** be capitalized.

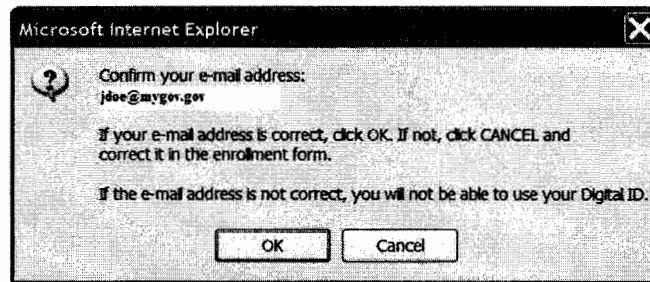
**Your E-mail Address:** Enter your office e-mail address.

**Payroll Office:** Enter your 8-digit Payroll Office number, including any leading zeros. (i.e., 00012345)

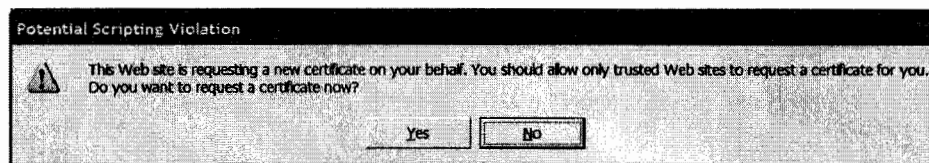
**User Type:** DataEntry (Enter this text exactly as shown.)

**Challenge Phase:** Enter something you will remember. You will be required to enter this again when you renew your certificate.

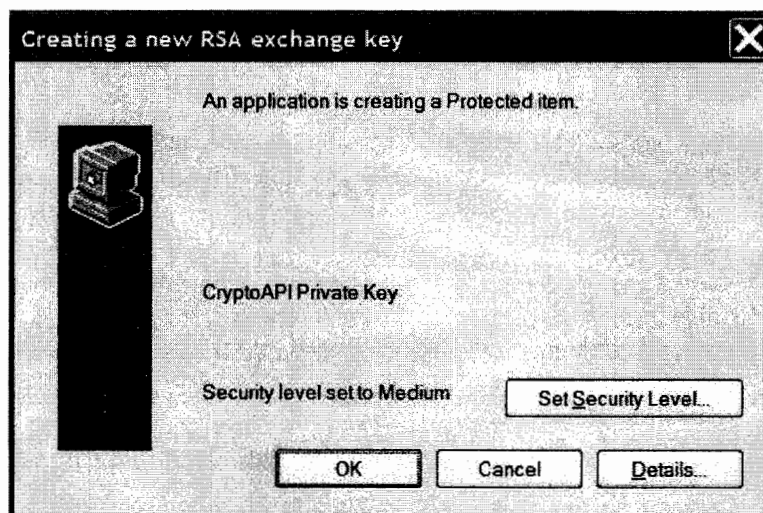
4. Scroll to the bottom of the page and click on the **Submit** button. The following window will appear.



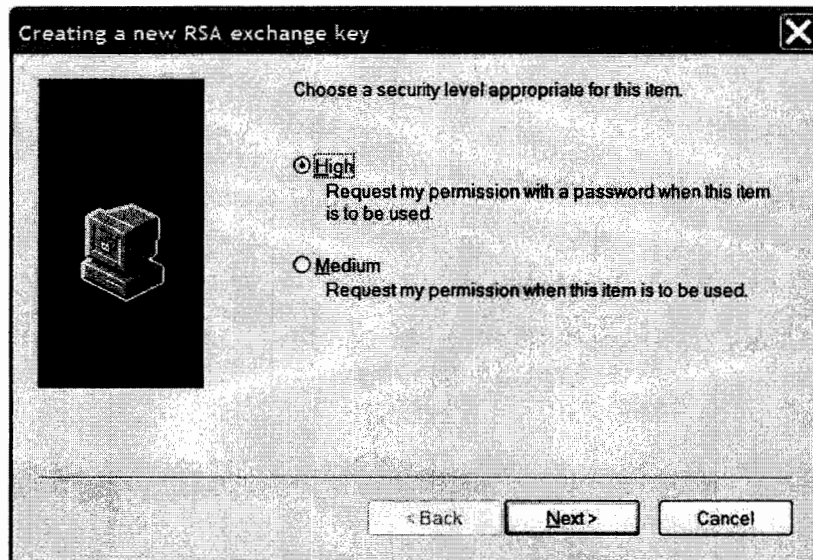
5. Verify that your e-mail address is correct. If it is, click the **OK** button; otherwise click **Cancel** and correct it. When you click on **OK**, the following window will appear.



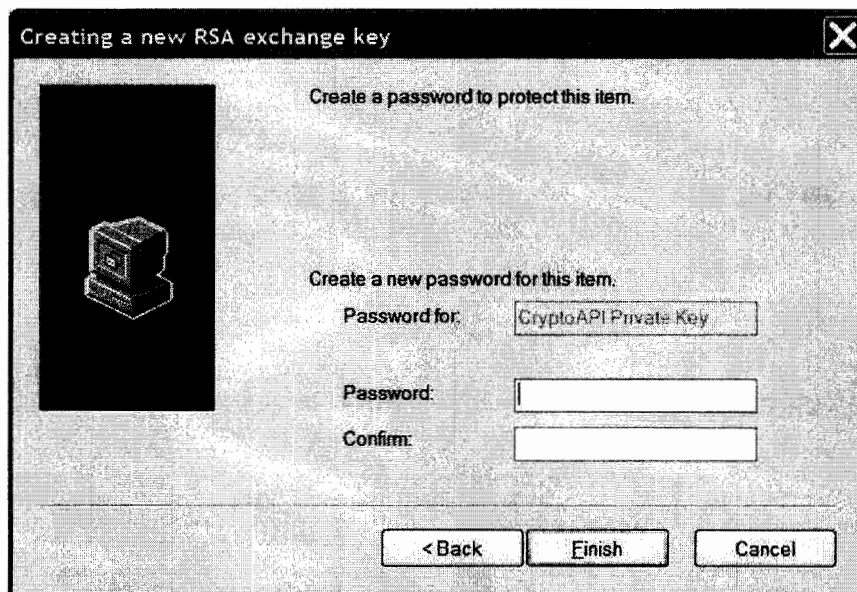
6. Click **Yes** to request the certificate.



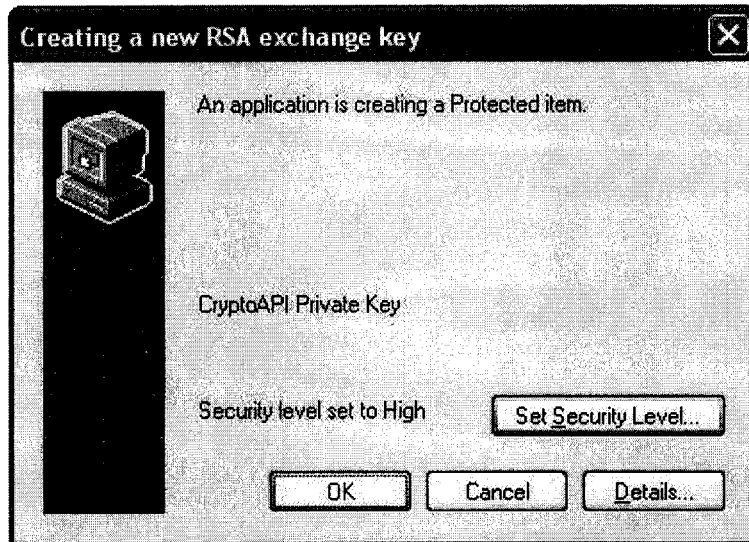
7. Click **Set Security Level...** to display the following window.



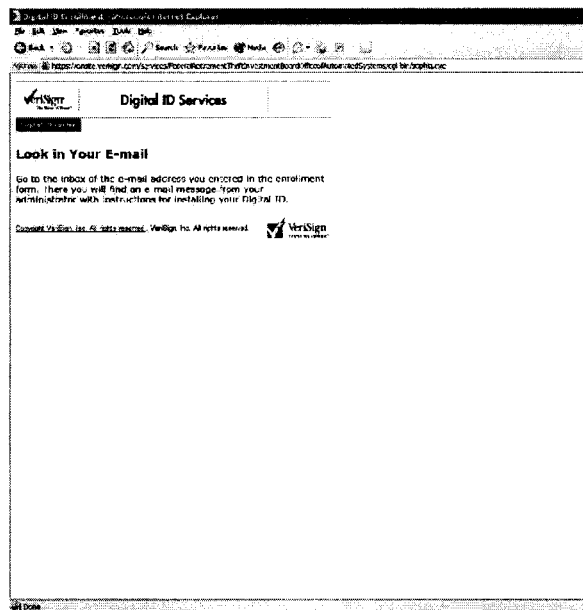
8. Select **High**; then click the **Next>** button to display the following window.



9. Enter a 6-character password that includes both uppercase and lowercase letters and at least one number or special character (e.g., #, %, \*, etc.). Make sure you enter something that you will remember, because you will be asked to enter this password every time you use the certificate. The password cannot be reset if you forget it, and you will have to request a new certificate if you forget the password.
10. Retype your chosen password in the **Confirm:** field and then click the **Finish** button to display the following window.

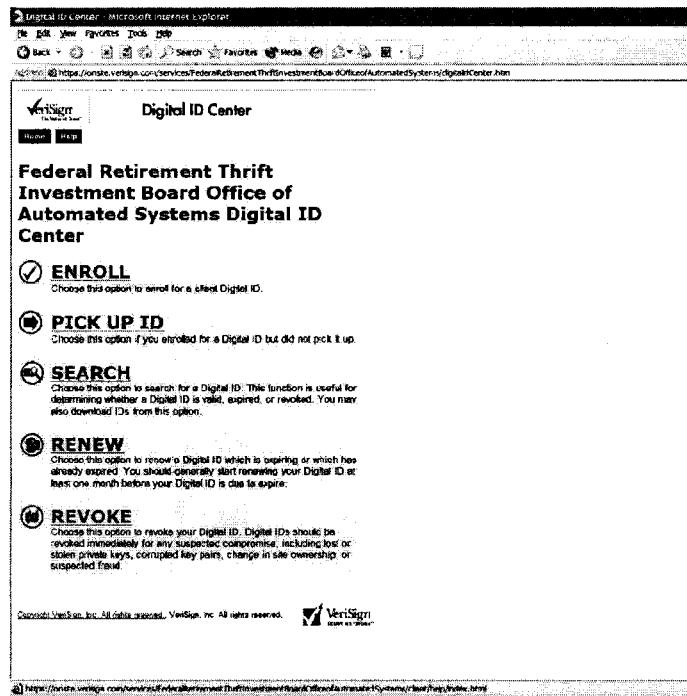


11. Click **OK** to complete the operation. The following window appears.

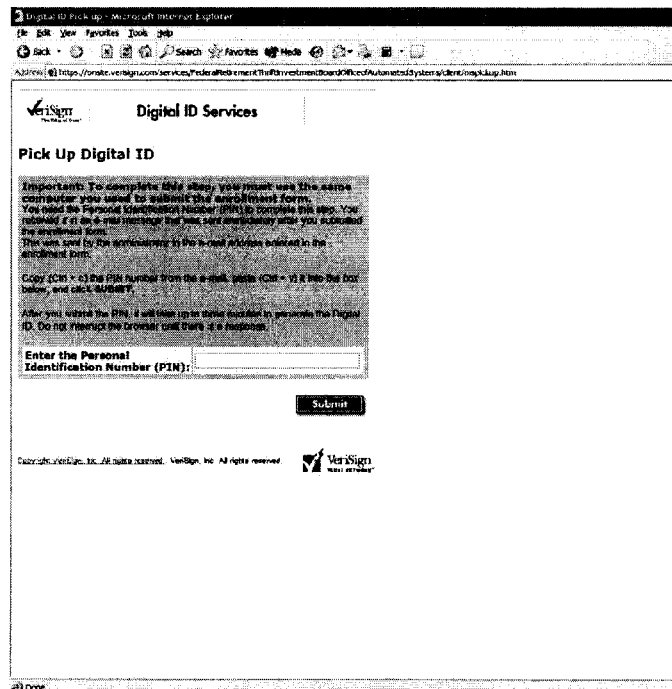


12. Watch your e-mail account (the one you entered in step 3). Within an hour, you will receive an e-mail from [certificates@tsp.gov](mailto:certificates@tsp.gov) acknowledging your request. Once the information on the OC5-06 form has been reviewed and approved by the ATSS staff, your new certificate will be issued and you will receive another e-mail with your PIN.
13. Return to the Digital ID Center at the following address (the same one from which you started).

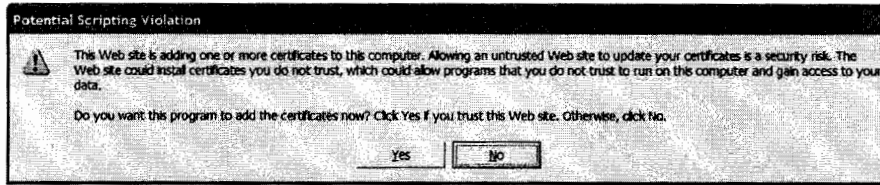
<https://onsite.verisign.com/services/FederalRetirementThriftInvestmentBoardOfficeofAutomatedSystems/digitalidCenter.htm>



14. Click on the **PICK UP ID** link to display the following window.



15. Enter the PIN you received in the e-mail and click the **Submit** button. The following window will appear.



16. Click **Yes** to download your certificate. Your browser will display your digital ID information.

Your certificate is now available for use. Follow the instructions on the Data Submission web site at <http://agency.tsp.gov> . Choose the appropriate Payroll Information link.